



**REQUEST FOR PROPOSAL
For
VEHICLE RENTAL SERVICE**

RFP Release Date:	30 th May 2018
Proposal Submission Deadline:	29 th June 2018

1. Purpose

Drukair Holidays, a Strategic Business Unit (SBU) of Drukair, Royal Bhutan Airlines, the national flag carrier of Bhutan is seeking proposals from reputable service providers (organization or Individuals) who have the capacity to provide rental vehicles for tourists transfer and movement within Bhutan and for this purpose is circulating Request For Proposal (RFP) inviting interested party(s) possessing requisite wherewithal and capabilities to submit their tender of participation.

Drukair is looking to appoint such service providers (organization or Individuals) that will provide the services as stated hereunder within Bhutan.

2. Scope of work

- 2.1. To provide fully air-conditioned rental vehicles, as filled in Annexure A to facilitate tourist movement within Bhutan for Drukair Holidays;
- 2.2. Provide vehicle rental service with licensed drivers for tourist movement as specified in Annexure B;
- 2.3. Ensure safety and timely deliverance during the performance of services;
- 2.4. Submit completed log sheets and an invoice to Drukair after completion of the service;
- 2.5. Provide listed vehicle(s) as and when required and requested by Drukair Holidays;
- 2.6. Report any incident, major or minor, which occurs at any given time, immediately to Drukair Holidays and other relevant authorities and institutions as necessary.

3. Term of contract

Drukair will enter into an agreement for one (1) year period with the service provider/individuals from the date of appointment (unless terminated earlier) with a written notice of 30 days.

4. Obligations of the service provide

- 4.1. The Service Provider (Agent / Individual):
 - 4.1.1. Shall assign dedicated contact person who will manage vehicle hiring requests from Drukair Holidays.
 - 4.1.2. Respond to vehicle requirement request within three (3) working days from date of request;
 - 4.1.3. Adequate vehicle fuel should be provided by the service provider;
 - 4.1.4. Periodical maintenance has to be carried out by the service provider;

- 4.1.5. Food and accommodation for the driver during field travel should be borne by the service provider;
- 4.1.6. The vehicle(s) should be compliant with applicable insurance, safety or other motor vehicle requirements as per the prevailing rules and regulations of Road Safety and Transport Authority and Bhutan Tourism Rules and Regulations.

5. Condition of vehicle

- 5.1. The vehicle(s) should be road-worthy, in good running condition, and not more than 12 years old (vehicles originally registered on and after 29 June 2006 only);
- 5.2. The vehicle(s) provided for field travel should be as required and specified by Drukair Holidays;
- 5.3. The vehicle(s) should be equipped with necessary safety items such as spare tire, mechanical jack, and basic handy tools, etc.;
- 5.4. The vehicle(s) should have a well-maintained Log Book;
- 5.5. The vehicle(s) should be clean, inside and out, and free from any unpleasant odor.

6. Proposal submission

Proposal should be submitted before close of working day, 29th June 2018

To
The Manager
Drukair Holidays
Drukair Corporation Limited
Thimphu, Bhutan

Proposal must be submit at any of the following:

Email Address	holidays@drukair.com.bt
Office Address	Drukair Customer Service Building, Thori Lam, Behind BBS, Kawajangsa, Thimphu, Bhutan.

Any enquires relating to this RFP must be made via below email or phone call specified below:

Email	holidays@drukair.com.bt
Phone	02 326482

7. Documents Required

- 7.1.1. Copy of Business License (if an organisation);
- 7.1.2. Copy of Citizenship Identity Card (if an individual);
- 7.1.3. Letter of Proposal from authorised personnel of the organization or applying individual;
- 7.1.4. List of vehicle(s) and other details duly filled in Annexure A of this RFP;
- 7.1.5. Rates for the rental of vehicle(s) listed;
- 7.1.6. Copy of Vehicle Registration page (with vehicle registration dates, engine no., etc.) of all the listed vehicles;
- 7.1.7. No objection letter from Vehicle Owner if the Vehicle is not registered under the applying organisation or Individual's name;
- 7.1.8. Copy of Citizenship Identity Card of all the listed Vehicle Owners;
- 7.1.9. Copy of Driver's Licenses of all the listed vehicles;

Annexure A – List of Vehicle(s) and Details

S #	VEHICEL TYPE	REGISTRATION DATE	SEATING CAPACITY	OWNERSHIP DETAILS (Name of company / individual)	DRIVER'S NAME	DRIVER'S LICENSE #
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

NOTE: Attach additional form if require

Annexure B - Requirements for Vehicle Driver(s)

The requirements for the driver are as follows:

1. The driver should have minimum 3 years' work experience as a Driver; a safe and clean driving record; knowledge of driving rules and regulations and skills in minor vehicle repair;
2. Drivers should be capable of clearly filling up the log sheets and verifying that the vehicle log sheets are properly filled in with mileages well recorded.
3. The driver should be able to communicate and write in English;
4. The driver should not consume alcohol, smoke & chew doma while on duty;
5. The driver should be properly trained in the operation and maintenance of the vehicle;
6. The driver should be licensed for operating a motor vehicle which is on duty, including for passenger service if required;
7. Familiar with local routes and destinations;
8. Properly attired during hours of operation;
9. Observes the rules of the road at all times.